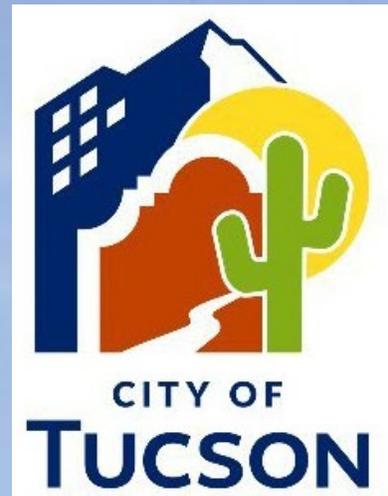


Business Services Director

Ignite your future by joining the City of Tucson where we value our employees, deliver exceptional service, and create an inspiring place to work!!



■ A UNIQUE OPPORTUNITY

The City of Tucson is an innovative, progressive, and dynamic organization whose mission is to deliver exceptional service to the people of Tucson. For the role of Business Services Director, the City is seeking a candidate with strategic leadership skills, experience in the development of services to enhance the core businesses of the organization and a demonstrated ability to collaborate effectively with a wide range of stakeholders and partners.

THE COMMUNITY

Recognized as the 20th “Best City in America” by Resonance Consultancy, Tucson, Arizona is a thriving center for bioscience, aerospace/defense, optics, mining, and logistics. With a city population of more than 540,000 and a regional population of more than 1 million, Tucson has 330-plus days of sunshine a year and is surrounded by majestic mountain ranges. Its natural beauty is complemented by a smalltown feel with big-city amenities.

With three military bases in the area, Tucson has long led the way for pioneering developments in the aerospace and defense industries. Tucson attracts aerospace employers through the outstanding programs offered by the University of Arizona’s College of Engineering, Pima Community College’s Aviation Technology Center, and Embry-Riddle Aeronautical University.

Gaining notoriety as Optics Valley, Tucson is home to a high concentration of optics companies, as well as research activity tied to the University of Arizona and several astronomical observatories located in the mountains of Southern Arizona. Long known for hard mining operations and copper extraction, Tucson has now established itself as an industry leader in mining technology.

Tucson is a transportation and distribution hub, making it an ideal place to operate a business. Tucson International Airport is located 10 miles from the city center; Interstates 10 and 19 connect Tucson with Phoenix, Los Angeles, and El Paso; Tucson sits on the heavily traveled Union Pacific mainline; and the Port of Tucson is a full-service inland port, rail yard and intermodal facility. More than 150 transportation and logistics providers serve over 55 million customers within a 1,000-mile radius. In addition, Tucson is located just 66 miles from the international border of Mexico, making it a paramount location for businesses engaged in international trade.

Much of Tucson’s highly skilled workforce is a product of targeted education programs at The University of Arizona and Pima Community College. The University of Arizona, one of the nation’s top 20 public research institutions, features world-class research in many diverse fields including engineering, environmental science, optics, and alternative energy.

Named the first U.S. City of Gastronomy by UNESCO, Tucson is rich in great food, as well as art, culture, music, and plentiful outdoor experiences—from biking and hiking to star gazing. The Loop, a 131-mile network of paved shared-use paths, provides car-free recreational opportunities around and through the city. Tucson Botanical Gardens—named a “Top 10 North American Garden Worth Traveling For” by the American Public Gardens Association—and the popular Arizona-Sonora Desert Museum provide ample opportunities to convene with nature. With several nearby observatories, Southern Arizona has been called the astronomy capital of the world.

Included on Condé Nast’s “Where to Travel Next: 2021 Hot List,” Tucson is a traveler’s destination— especially in winter months. In January, world-class jazz fills downtown streets at the Tucson Jazz Festival. In February, the Tucson Gem & Mineral Show is the largest of its kind, and the Tucson Rodeo brings seasoned professionals to the city’s southern edge. In October, Tucson Meet Yourself welcomes thousands to celebrate food and culture of the Southern Arizona borderland. And in November, the unique All Souls Procession celebrates Día de los Muertos with spirit and faith. Year-round, Tucson is a great place to live, work, and play.

Why Tucson?

Learn more about why working and living in Tucson has so many advantages:

<https://connecttucson.com/why-tucson/>

CITY ORGANIZATION

The City of Tucson has a Council and City Manager led government. The legislative body is comprised of the Mayor and six council members who each represent a ward, while the Mayor is elected by voters independently of Council. The legislative body establishes the policies for the City. The City Manager is appointed by Mayor and Council and functions as the Chief Executive Officer, carrying out these policies and managing the municipal organization. The City Manager oversees approximately 4,500 dedicated employees, with a total expenditure budget of \$2.1 billion.



Our Mission

Deliver Exceptional Service to the People of Tucson

Our Values

Respect • Integrity • Collaboration • Excellence

Our Priorities

Excellent Customer Service • Employee Focused Organization
Stable Financial Environment • Smart City Focus

GENERAL DESCRIPTION

The Business Services Director supports a collaborative and transparent organizational culture, outstanding customer service, and on-going cost effectiveness for municipal operations and works closely with the City Manager and the City Council to formulate and implement city-wide fiscal and administrative policies.

The Director will incorporate a proactive approach to municipal finance while providing clear recommendations and timely advice to the City's Leadership. The Director of Business Services plans, directs, manages, and oversees a staff of 203 full-time employees which support the specific business areas of Budget and Finance Administration, Treasury, Pension & Benefits, Procurement, Risk Management, Taxpayer Assistance, and Community Engagement.





■ ESSENTIAL DUTIES

Specific responsibilities and skills required of the Business Services Director include:

- » Exercises oversight authority and broad discretionary judgment to manage all functions and resources of a City department to achieve the organization's strategic priorities;
- » Communicates a vision and provides department leadership to focus employees so they may become proficient and motivated to do their best work;
- » Directs the development and administration of policies, projects, and programs of the Department to effectively and efficiently deliver high quality services to the City and the community;
- » Collaboratively and cooperatively works with the Mayor, Council Members, City Manager, department directors, and other senior managers to analyze organization and community needs and take action in response to those needs;
- » Develops strategic partnerships with community representatives, external agencies, and other organizations to develop a sense of relevant issues facing our community and to respond as a representative of the City;
- » Champions the values of the organization through example and accountabilities;
- » Ensures that Department operations conform with local, state, and federal government regulations, and other applicable rules and policies;
- » Maintains professional knowledge through such means as attending seminars, reviewing professional publications, and participating in professional organizations;
- » Develops, implements, and manages the City's annual operating budget and five-year capital improvement program by advising others, making decisions, and addressing issues related to the budget;
- » Responsible for developing a strategic approach to the procurement and material management process for the purchase of direct and indirect goods and services;
- » Provides evaluation and policy analysis of municipal programs, facilitates performance improvement and project management; and
- » The Business Services Director will provide dynamic leadership and vision to manage people and constructive change while continuing to mentor, coach, and provide staff development.

■ THE IDEAL CANDIDATE

The City of Tucson is seeking a dynamic, people-focused, visionary leader to be the next Director of Business Services. The ideal candidate shall possess the creativity and flexibility to function effectively within the City's environment of a dynamic high-performing organization that is committed to excellent financial stewardship. A strong candidate for this role must be an exceptional communicator who values the art of listening, engages in collaborative decision-making, and ensures the Business Services team provides exceptional customer service. The utmost integrity and discretion coupled with the ability to view issues objectively and find workable solutions is paramount. The successful candidate will be a working leader focused on strategic financial leadership, training, and development, cultivating diversity and inclusion, and building effective systems and processes to address the business needs of the city.

■ MINIMUM QUALIFICATIONS

Education: A Bachelor's degree from an accredited college or university with major course work in Accounting, Finance, Public or Business Administration, or a closely related field of study is required.

Experience: This position requires a minimum of seven years of budgeting, accounting, and/or auditing experience and a minimum of five years in finance, human resources, and procurement disciplines.

■ PREFERRED QUALIFICATIONS

- » Master's degree in Finance, Accounting, Public or Business Administration, or similar program
- » Certified Public Accountant (CPA); Certified Public Finance Officer (CFPO); Certified Government Financial Officer (CGFM); Certified Public Procurement Officer (CPPO)
- » Experience in the preparation of an Annual Comprehensive Financial Report (ACFR) and Schedule of Expenditures of Federal Awards (SEFA)

■ COMPENSATION AND BENEFITS

The City offers an attractive compensation and benefits package. The salary is negotiable dependent on experience and qualifications, with an anticipated hiring range of \$121,160 - \$180,814.

City-Wide Benefits

- » Medical: Choice between a high deductible plan (HSA or HRA), or Network plan.
- » Dental: Choice between a national dental PPO and a local dental HMO.
- » Vision: Coverage for annual eye exam and glasses or contacts, plus LASIK.
- » Life: City-paid coverage for you and dependents, plus option to buy more.
- » Long-Term Disability: Income replacement of up to 60% of your base salary in the event of a qualifying disability.
- » Employee Assistance Program: Enhance your wellbeing when life doesn't go as planned.
- » Flexible Spending: Pay for qualified health and dependent care expenses using pretax dollars.
- » Colonial Voluntary Benefits: Financial help in the event of cancer, hospitalization, accident, and more.

Your Security and Future

- » Pension: Generous pension plan that helps employees retire more comfortably.
- » Deferred Compensation: Save more toward a comfortable retirement with a 457(b) plan.
- » Training & Tuition Assistance: Pursue your dream through internal training or financial help towards a degree.
- » Education Assistance, Reimbursement, and Qualified Loan Repayment Assistance Program: Get assistance paying off your student loan debt.
- » Back-Up Care: Care for your loved ones when your regular care is unavailable.

Your Peace of Mind

- » Paid Parental Leave: Six (6) weeks paid leave when you welcome a child, plus other generous leave policies for FML, Medical, and USERRA.
- » Paid Time Away: New hires enjoy 37 days of paid time off in the first year, with time increasing steadily thereafter (In year one: 13 accrued days of vacation, 13 accrued days of sick leave, and 11 paid holidays).
- » Employee Discounts: Generous discounts, ranging from car rentals to computers, gifts to groceries, electronics to entertainment.
- » Social Connectedness: Forge connections with the community we serve through paid volunteerism and payroll-deducted charitable giving.

For a full list of benefits, click [here](#).

■ APPLICATION AND SELECTION PROCESS

This recruitment will incorporate existing rules and regulations that govern public sector recruitments in the State of Arizona. Information presented to the City of Tucson for consideration may be made available to the public in accordance with public disclosure/open records laws.

The position is open until filled with first review of resumes on **November 1, 2022**. To be considered, please submit a résumé, cover letter, and six work related references (two supervisors, two direct reports and two colleagues who will not be contacted in the early stages of the recruitment) to:

<https://www.cpshr.us/recruitment/2091>

Résumés should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:

CPS HR  **CONSULTING**

Andrew Nelson

E-mail: anelson@cpshr.us

Tel: 916-471-3329

Website: www.cpshr.us

Résumés will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the City. The City will then select candidates who will be invited to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.

The City of Tucson is an equal opportunity employer that is both child and family friendly, as well as a drug and alcohol-free workplace. Diverse candidates are strongly encouraged to apply.

